National Finance Center Customer Notification

Date of Notification: April 1, 2011

Subject: NFC *EmpowHR* Refresh of Quality Assurance Test and User Acceptance Test Environments

Database/Customer(s) Affected: All *EmpowHR* Customers

Dear Customer:

The *EmpowHR* and Personnel/Payroll System (PPS) Quality Assurance Test (QAT) and User Acceptance Test (UAT) environments will be refreshed with production data and code beginning Monday, April 18, 2011, through Friday, April 22, 2011. During this period, the QAT and UAT environments will be unavailable. The snapshot of the production *EmpowHR* database used to populate the QAT/UAT environments will be after the completion of the bi-weekly synchronization process.

To prepare for the refresh, the last migration to production will be on Friday, April 15, 2011. User testing of any Incident Reports (IRs) in the UAT environment must be completed and migration certificates received by 12:00 p.m. CT, Friday, April 15, 2011; otherwise, the Quality Assurance Team will provide the migration certificate in order to meet the deadline. Users will be notified of IRs in UAT via the normal IR email process.

Criticality-1 IRs received during the refresh period will be tested in the Prod-Copy environment. Refreshes of the Prod-Copy environments will not be affected during this timeframe.

Passwords in the QAT and UAT environments will be reset to the default. User access will remain the same as in production. The Reports in the process monitor will be cleared.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. If you have any questions regarding this notification, please contact the *EmpowHR* Help Desk at 1-888-367-6955 or via email to NFCEMPOWHR@USDA.GOV.

KJS/M6-11-083E

"Tip of the Week"

Employees are reminded that they can go to the NFC home page at www.nfc.usda.gov to view the procedures on how to access the Employee Personal Page. Once they access the NFC home page, go to *Publications* and click on the drop down menu located under Search by Type of Publications. Highlight *Procedures by Acronym* and click on the letter *E* for Employee Personal Page. Then click on *Employee Personal Page*.